

TANVEER ALI KHAN

Pioneer Tower, Flat No. B-409, 4th Floor,
Scheme 33, Madras Chowk,
KARACHI, PAKISTAN
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PROFESSIONAL AND EDUCATIONAL QUALIFICATION:

- MBA – Project Management - Preston University, Karachi
- Graduation in Commerce - University of Karachi
- Higher School Certificate from Degree Science College, Karachi
- Secondary School Certificate from Defence Foundation School, Karachi

CERTIFICATE/DIPLOMA:

- Certificate of “Supply Chain Management” – Muhammad Ali Jinnah University, Karachi
- Certificate of “Import/Export Shipping & Logistics” – Recknor’s College, Karachi

ERP:

- Certificate of “ERP (Oracle) - Supply Chain Management” - Purchasing & Inventory from ‘MHSG Consulting, Karachi’ – approved by Skill Development Council, Govt. of Pakistan.

COMPUTER SKILLS:

- Certificate of Graphic Designing from Manzar College of Arts (Skill Development Council), Karachi, Pakistan.
- Certificate of MS-Office from Digital Megasoft Institute Karachi, Pakistan.

PRESENT JOB:

M/S. HARIS & CO

Engineering Contractor

As a “Procurement Manager” from June 2022 till Oct 2022

Procurement of overall sites material Civil & MEP

M/S. EDUCATIONAL SERVICES PVT LTD as

”Officer Facility Administration” from Sept 2017 till June 20, 2022

Responsibilities:

- Member of Purchase Committee
- To prepare PR, RFQ, P.O & GRN of items in ERP as well as EOBI
- To implement administrative task as per business policy and report to Branch Head
- Physical verification with ERP based Fixed Asset Register as available stock and update huge Campus inventory
- AIDN (Asset Inspection & Disposable Note)
- Daily planning of vehicle movement
- To resolve branch issues related to utilities
- To prepare annual Capex (budget)
- Supervise maintenance work of Generators and Vehicles
- To attend daily meeting with Branch Heads to discuss issues and updates
- Performed Admin duty in SOT (School of Tomorrow) conference

LAST JOB

M/S. GHANI BUILDERS , KARACHI

As a “Manager Procurement” from Dec 23, 2016 ~ Aug 2017

Responsibilities:

- Daily meeting with Managing Director for procurement strategies for leading items such as Steel, Cement, Elevators, Escalators, UPVC & PPC Pipes and fittings for multiple floors of running projects and upcoming projects.
- To discover profitable suppliers and initiate business
- Negotiating with external vendors to secure advantageous terms.
- Approve the ordering of necessary goods and services
- Finalize purchase details of orders and deliveries
- Examine and test existing contracts
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with the key persons to ensure clarity of the specifications and expectations of the organization

WORK EXPERIENCE:

M/S. T. T. ASSOCIATES KARACHI, PAKISTAN

As an “Assistant Manager Procurement” From Jun 2011 ~ Sept 2016
(Scope of procurement upto 28th floor completed)

Responsibilities:

- Pivotal duty to attend daily meeting with Director / Owner regarding updated position of procurement & planning for purchase of future material requirements.
- Commercial contracts with vendors for supply of material as well as selection of bidders for sub-contracting or service provision at site.
- Supervised & close coordination with store about issues of inventory management
- Checked confirmations of order and invoice control
- Weekly coordination meeting at site with Project Manager, Contractors & Sub Contractors to resolved Procurement’s issues
- To maintained and update record of Purchase Orders manually & electronically, partially look after the Import matters.
- Distributed duties among junior staff while evaluated their performance as per KPI

M/S. METAC GENERAL CONTRACTING CO. LLC ABU DHABI, UAE

As a “Procurement Executive” From Dec ‘2009 to May 2011

Responsibilities

- Dealing with vendors for procurement of material
- Contracts with vendors for supply of material
- Purchase order processing

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- Keeping Record of Documents issued/received
- To prepare Inspection Request Notification (IRN)
- To prepare BOQ / Invoice with the help of PM
- Prepare Daily Programme of site purchasing
- Coordination with Head Office

M/S. R.R. MILLS, KARACHI

As a "Supply Chain Officer" from April 2005 ~ Oct '2009

Responsibilities:

- Planned delivery timetables
- Ensured stores have enough stock
- Make sure that Suppliers had enough stock to meet demand
- Monitored stock levels
- Tracked products through depots to make sure they arrive at their destination
- Oversee arrival of shipments

EMIRATES NEON - SHARJAH, UAE

As a "Coordinator - Marketing Department" from Feb 05 '2004 upto Feb 13 '2005

AL-MAJAL SERVICE MASTER - SAUDI ARABIA

As a "Coordinator - Maintenance Department" from Nov '2000 upto May '2002 (Project Completed)

mitsubishi corporation, karachi, pakistan

As a "Purchase Officer" from **Oct 28, 1996 to Sept 30, 2000**

Responsibilities:

- Executed and monitored all RFP, Quotations & PO
- Coordinated with user departments and suppliers
- Assist in manage and follow up orders.
- Coordinated with suppliers to ensure on-time delivery.
- Responsible for the preparation and processed appropriately all purchase orders

OTHER INFORMATION:

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|------------------|---|----------------------------------|
| Father's Name | : | Muhammad Nazim Khan (Late) |
| Date of Birth | : | 17-12-1973 |
| Nationality | : | Pakistani |
| Marital Status | : | Married |
| CNIC No | : | 42201-3911403-1 |
| Languages Skills | : | Urdu English (IELTS band 6.0) |

Preston University

Karachi - Pakistan

Degree in Project Management

This is to Certify That

Tanveer Ali Khan

Has satisfactorily and completely fulfilled all requirements for the prescribed studies at the examinations of the University, and has therefore, been admitted to the degree of

**Executive Master of Business Administration
in Project Management**

In testimony whereof, this Degree has been issued under authorized signatures
and official seal of the University, on this fifteenth day of December 2014.

W.M.

Chancellor



J. I. M.
Registrar